

INDEX
HOUSE OF DELEGATES MANUAL OF
STANDING RULES FOR THE VIRTUAL
ANNUAL SESSION

	Page
I. Membership	2
Quorum	2
Official Credentials	2
Schedule of Meetings	3
II. Powers and Duties	3
III. Election of Board of Directors	3
IV. Recommendations to the House of Delegates	3
V. Rules of the House of Delegates	5
Rules of Order	5
Reports	5
Motions to Approve or Reject Resolutions	5
Motion to Recommit or Refer to an Agency	5
Amendments to “Constitution and Bylaws”	5
Voting Procedures	5
Standing Committees	5
Credentials	5
Minutes	6
VI. Reference Committees	6
Motion Protocol	7

I. MEMBERSHIP OF THE HOUSE

- A. Delegates and Alternate Delegates shall be elected by the Component Societies on the basis of one Delegate for each 25 members in good standing, or majority fraction thereof. The Virginia Dental Association's Secretary-Treasurer shall certify to the Component Secretary-Treasurer by February first of each year its total number of members in good standing for the previous year and total number of Delegates to which the Society is entitled. The number of Alternate Delegates is left to the discretion of the Components, but the number must be enough to assure each Component of having a complete Delegation at any session or meeting of the House of Delegates. No Component shall elect more Alternate Delegates than Delegates. The Secretary-Treasurer of each Component Society shall certify to the Secretary-Treasurer of the Virginia Dental Association by May first of each year the names of duly elected Delegates and Alternate Delegates to the next session of the Virginia Dental Association's House of Delegates. Length of term of Delegates and Alternate Delegates shall be determined by the Component Society. **Quorum:** Two-thirds of the certified total voting membership of the House of Delegates shall constitute a quorum.
- B. The five most recent Past Presidents of the Association shall be voting members of the House. Four dental students chosen by the American Student Dental Association Chapter of the VCU School of Dentistry shall serve as Delegates and shall be voting members of the House. Four students shall serve as Alternate Delegates. The Board of Directors and Chairs of all Standing Committees who are not serving as VDA Delegates, ADA Delegates, ADA Alternate Delegates and the VCU student Alternate Delegates who are not serving as VDA Delegates, may attend the meeting but shall not vote.
- C. Prior to each session of the House, for distribution of official credentials, special registration will be provided for Officers and members of the House. Each delegate will receive credentials for the virtual session of the House of Delegates by the VDA staff.
- D. Alternate Delegates:
1. The Chair of each Delegation is responsible for the presence of his/her Complete Delegation. When the Chair becomes aware that a Delegate cannot attend, the Chair must designate an Alternate to serve. The alternate delegate will then be given credentials by the VDA staff.
- E. The power to introduce and second motions, to debate, and to vote is limited to Delegates, the five immediate Past Presidents and the four dental students serving as Delegates chosen by of the VCU School of Dentistry. Officers and members of the Board of Directors shall have the privilege of addressing the House of Delegates. Any Committee Chair shall have the Privilege of addressing the House when the work of his Committee is being discussed. Others who may be able to assist in the business of the House of Delegates may be invited to address the House of Delegates by the Speaker.
1. A delegate may address the House of Delegates by submitting his/her name through the virtual format and if applicable are speaking in pro or con. A member of the VDA will be managing the virtual meeting and notify the Speaker of the House if any member wishes to be recognized.
- F. The Virtual House of Delegates meeting will be open to registered members of the Association only. Visitors are not permitted to participate in the business of the House unless invited by the Speaker.

- G. **The Schedule of Meetings of the House of Delegates** is specified in Article III, Section 2, of the **Bylaws** of the Association.
- H. **Officers:** The House of Delegates has three Officers - the Speaker, the Secretary, and the Parliamentarian. The Speaker of the House of Delegates is elected annually by the House of Delegates. The Secretary of the House of Delegates is the Executive Director of the Association. The Speaker presides at all meetings and the Secretary serves as the recording officer and custodian of the records. The Parliamentarian of the Association shall be the Parliamentarian of the House of Delegates.

II. POWERS AND DUTIES

- A. **Duties of the House of Delegates:** The House of Delegates serves as the legislative agency of the Association. Its duties are defined in the Bylaws which are abstracted below: The House of Delegates is the supreme authoritative body of the Association. As such it can enact legislation, determine policies, enact, amend, and repeal the **Constitution and Bylaws**, elect honorary and life members, create special committees, and approve the annual budget.
- B. The Powers and Duties of the Board of Directors are defined in Article VI of the **Bylaws** of the Association. In the absence of policies established by the House of Delegates, the Board of Directors may establish interim policies or make interim decisions. Such policies and decisions shall remain in force until the next Session of the House of Delegates, at which time they shall be reviewed and affirmed or rejected by the House of Delegates.

III. ELECTION OF BOARD OF DIRECTORS

- A. Each year at the opening Session of the House of Delegates, each component delegation eligible to nominate a Director shall nominate at least, but not limited to, one member in good standing from its respective component society to run for the Board of Directors. The Directors shall serve three year staggered terms not to exceed two consecutive terms. To expedite the virtual House of Delegates meeting, nominations for the component directors are requested to be submitted 15 days prior to the House of Delegates meeting.
- B. The election shall take place at the second House of Delegates Meeting. In cases of a contested position, a secret ballot will be held through an online format, which will be provided via email. All uncontested positions will be elected by acclamation.

IV. RECOMMENDATIONS TO THE HOUSE OF DELEGATES

- A. Recommendations shall normally be presented in time that they may be referred to an appropriate Reference Committee for consideration, and may come from one of the following sources. However, due to the limited amount of business to be transacted during this virtual committee, the use of reference committees will be at the discretion of the Speaker.
 - 1. The President in his Annual Report to the House of Delegates may recommend action to be taken by the House of Delegates.
 - 2. The President-Elect in his Annual Report to the House of Delegates may state his objectives for the coming year and may recommend action to be taken by the House of Delegates.

3. The Annual Report of the Board of Directors to the House of Delegates shall include matters requiring action by the House, with their recommendations concerning such action.
 4. Any Delegate may introduce a motion to the House of Delegates provided that it is sent in writing to the Central Office, the Speaker, and the President, forty-five days before the meeting to be included in the House of Delegates portfolio.
 5. Components may present matters for action by the House of Delegates. This shall normally be done by requiring the Component's Director to bring such matters to the attention of the Board of Directors in time to provide for preliminary consideration by the Board and by appropriate Committees of the Virginia Dental Association. Though it is preferred and encouraged that all new business be submitted 45 days prior to the House of Delegates meeting, the Chair of any Component's Delegation may also introduce new business at the first meeting of the Annual Session of the House, providing that introduction of such new business must first have been approved by a majority vote of his Delegation. Any items of new business introduced at the first meeting shall be assigned to the appropriate Reference Committee by the Speaker of the House. Introduction of new business at the first meeting should be avoided whenever possible because this precludes consideration of the matter by appropriate and probably knowledgeable committees of the Association. A written copy of new business must be delivered to the Speaker at the time it is proposed.
 6. New business in the form of a motion derived from a House task force (created "mega-issue" or ad hoc committee) may be introduced at the first Session of the House. This motion may be forwarded to a Reference Committee or directly placed on the Agenda for the Second Session of the House at the discretion of the Speaker.
 7. Introduction of New Business after first meeting: No new business shall be introduced into the House of Delegates after the first meeting of a session unless by two-thirds vote. Approval of such new business shall require a two-thirds vote.
- B. Delegates and Alternates are requested to have their copies of annual reports and recommendations at the meetings of the House of Delegates. A thorough advance study of the various reports and resolutions will provide an essential background for full understanding of activities as they occur during the House sessions.
- C. No material may be distributed in the House of Delegates without obtaining permission from the Speaker of the House. Material to be distributed must relate to subjects and activities that are proposed for House action or information.

V. RULES OF THE HOUSE OF DELEGATES

The following are the standing Rules of the House of Delegates:

- A. **Rules of Order:** The Rules contained in the current edition of the **American Institute of Parliamentarians** govern the deliberations of the House of Delegates in all cases in which they are applicable and not in conflict with the standing rules or **Bylaws**.

- B. **Consent Calendar:** All business of the Association will be placed on a consent calendar. The consent calendar may be approved with a single motion, second, and 2/3 vote. If there is an item on the consent calendar a delegate would like to discuss, then the delegate must move to remove the item from the consent calendar.
- C. **Ballot voting through the use of an emailed survey:** A survey will be emailed at the time of each vote to each delegate's and voting member's personal email address. It is vital that each delegate provide the VDA with the preferred email address prior to the HOD session.
- D. **General consent:** A general consent vote will be utilized, if needed, during the virtual meeting and thus only a vote in opposition will be called on each motion.
- E. **Reports:** Reports of the Board of Directors and Committees, including the Annual Budget, are sent to each Delegate and Alternate Delegate at least 30 days in advance of the opening of the Annual Session. Supplemental reports are distributed to each Delegate before such report is considered by the House.
Any resolution proposing an appropriation of funds, except those relating to the annual budget, shall be referred to the Council on Finance for a report at the same session on the amount and availability of funds for the purpose specified. An annual budget must be adopted before the Annual Session can be adjourned.
- F. **Motions to Approve or Reject Resolutions:** After a motion to approve has been made and seconded, the resolution is before the House for debate, amendment and final action. The motion to approve is a main motion and a vote by the House disposes of the resolution.
- G. **Motion to Recommit or Refer to an Agency:** When the House of Delegates wishes to recommit or refer a pending resolution to a committee or to the Board of Directors for study and report at the next Annual Session; the motion to be used to accomplish this purpose is the motion to refer to a committee.
- H. **Amendments to "Constitution and Bylaws":** The House of Delegates is governed by the provisions of the **Constitution and Bylaws**. The **Bylaws** may be amended at any session of the House of Delegates, by a two-thirds vote of the members present and voting, provided that the proposed amendments shall have been presented in writing at a previous session or a previous meeting of the same session except that notice of proposed dues changes must be submitted to members of the House at least thirty (30) days prior to the session of the House at which it is to be considered.
The **Constitution** may be amended at any Session of the House of Delegates by a two-thirds vote of its members, providing that the proposed amendments have been presented in writing to the Delegates at least thirty days prior to the Session. The proposed amendment may be adopted as presented, or it may be debated, revised and adopted in its revised form at the same meeting.
- I. **Voting Procedures:** The method of voting in the House of Delegates is determined by the Speaker of the House who may call for a voice vote, show of hands, standing vote, or roll call of the Delegates, except in the election of the Speaker of the House. If there are two or more nominees for this office, voting shall be by secret ballot.
1. A digital format for voting will be utilized and will be sent via email to the voting members of the delegation.

- J. **The Credentials Committee:** This Committee, to be appointed and controlled by the Speaker, makes recommendations on the eligibility of Delegates and Alternate Delegates to a seat in the House of Delegates when a seat is contested, maintains a continuous roll call, determines the presence of a quorum, and supervises voting when a roll call vote is required. The Chair of each delegation shall serve on the credentials committee and is responsible for his/her component. The VDA will serve to gather and report the result of digital vote taken during the meeting.
 - 1. For the purposes of the virtual meeting, the Speaker requests the Chair of each delegation to nominate a member and an alternate to serve on the credentials committee.
- K. The Speaker and Parliamentarian will meet to review and approve the Minutes of the House within sixty (60) days.
- L. The Council on Finance shall also be available to report on the amounts and availability of funds mentioned in any resolution

VI. REFERENCE COMMITTEES OF THE HOUSE OF DELEGATES

The Reference Committees of the House of Delegates each consist of five members of the House of Delegates with the members and the chair appointed by the President of the Association. The number of Reference Committees may vary from year to year, depending on the issues which are before the House of Delegates.

- A. Due to the extenuating circumstances warranting a virtual meeting, the use of reference committees will be at the discretion of the Speaker.

HOUSE OF DELEGATES MOTIONS

Order of Vote

Precedence Debatable? Amendable? Required

Privileged Motions

1. Adjourn No No Majority
2. Recess Restricted Restricted Majority
3. Question of Privilege No No None

Subsidiary Motions

4. Table No No 2/3
5. Vote immediately No No 2/3
6. Limit debate Restricted Restricted 2/3
7. Postpone definitely Restricted Restricted Majority
8. Refer to committee Restricted Restricted Majority
9. Amend Yes Yes Majority

Main Motions

9. a. The main motion Yes Yes Majority
- b. Specific main motions
Reconsider Restricted No Majority
Rescind Yes No Majority

Incidental Motions

- Appeal Yes No Majority
Suspend rules No No 2/3
Consider informally No No Majority

Requests

- Point of order No No None
Parliamentary inquiry No No None
Withdraw a motion No No None
Division of question No No None
Division of assembly No No None